



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano
Governor

David A. Berns
Director

October 21, 2003

WORKFORCE INFORMATION MEMO (WIM) # 07-03

SUBJECT: Requests for Birth/Death Records

As part of a data sharing agreement between the Department of Economic Security (DES) and the state's Office of Vital Record (OVR), *authorized DES employees* in the One-Stop system will be permitted to request copies of birth and death certificates from the OVR. For Workforce Investment Act (WIA) eligibility purposes, copies of birth certificates may assist with verifying an individual's full name, citizenship, and age. The death certificate may assist with excluding an individual from certain participant cohorts for performance purposes.

DES employees will request birth/death certificates using a newly designed form that must be faxed to the OVR. Each birth/death certificate provided by the OVR will be printed on white paper and labeled "For Government Use Only". Copies of any birth/death certificate must be safeguarded. Therefore, access should be granted only to staff who require the information, and staff must NEVER give anyone copies of the documents. They must remain secured in individual case files or another secure office location.

Each WIA program director is urged to coordinate with DES management in your One-Stop system, to identify the DES employees who would be authorized to request and receive copies of birth/death certificates for the WIA program. ***Please submit the following information on each DES employee to Ms. Robin Glover, DES – DCSE, Site Code 966C-3, P.O. Box 40458, Phoenix, Arizona 85067, by close of business Monday, November 3, 2003.***

- Name
- Organization
- Title
- Copy of Both Sides of the Employee Identification Badge Containing Full Name and DES Division

Note: If you have the ability to electronically scan the employee badges, the above information may be e-mailed as a file attachment to Ms. Glover at RGlover@mail.de.state.az.us.

We will let you know as soon as the birth/death certificate request process has been finalized and the date when LWIAs may begin requesting the documents. In the meantime, if you have questions, please contact Ms. Pat Gregan, Manager of Planning and Program Development at (602) 542-2490 or via e-mail at pgregan@de.state.az.us.

Sincerely,

A handwritten signature in black ink, appearing to read "DRE", is positioned above the typed name.

David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

DRE:PG:kds